



Bar Hill Community Association (BHCA)


NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY
Title: Monthly Trustee Meeting

Time: Tuesday, 13th August 2024 at 7:30 pm

AGENDA



Reference Documents		
REF01 Meeting Minutes - 9th July 2024.pdf REF02 Financial Update - August 2024.pdf REF03 BHCA Year To Date Finance Report - August 2024.pdf REF04 Trustee Retirement Checklist (1.1 Draft).pdf REF05 Draft AGM Agenda.pdf REF06 First Lego League Terms of Reference (0.1 Draft).pdf		
Information Only Items		
IOI01 Cambridgeshire Acre - Community Hub Network Invitation.pdf IOI02 Care Check - Instant Employment Screening.pdf IOI03 Charity Excellence - Updates.pdf IOI04 Non-Profit Growth - Funding Updates.pdf IOI05 SCIC - A Round Up Of Safeguarding News June 2024.pdf IOI06 ADHD Certify - Increase Donations to Your Charity.pdf IOI07 JustGiving Help Re Re JustGiving Bar Hill CA.pdf IOI08 Non-Profit Growth - Your Nonprofits Game-Changer Double Your Impact.pdf IOI09 SEEE - August News from SEEE.pdf		
Open Forum		
OF1	The chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair). NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who cannot attend in person.	(oral)
Main Agenda Items		
01	Apologies received – Hilary Whipp (HW, Treasurer). Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]: BHCA Trustees:	(oral)

	<p>Andy Pellew (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), Anthony Mitchell (AM, Vice Chair, Christmas Event), Bunty Waters (BW), Jo Hall (JH), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation)</p> <p>Volunteers/Members/Local Residents: Karen Hayden (KH), Richard Hayden (RH), Barry Dean (BD)</p>	
02	<p>Minutes of meeting on 9th July 2024.</p> <p>PROPOSAL: We accept the minutes as is.</p>	REF01
03	Declarations of interests	(oral)
04	Announcements from the Chair	(oral)
05	Financial Update (including Budget Review)	REF02
06	<p>Committee Updates: Bar Hill News (AP), Christmas Event (AM), The Europe Challenge (BW), Fête & Festival (KDC), Parks & Recreation (JFS), First Lego League (BD), Skatepark TG (?), Phone Box Library (AP)</p>	(oral)
10	<p>Procedure Review: Trustee Retirement Procedure</p> <p>The current procedure for when a Trustee steps down from the BHCA is available in this Google Drive folder (with all other policies and procedures). The source document for this existing procedure is available here (Google Docs). There will be no templates for this procedure and it is very specific to us as an organisation regarding how we want to handle the departure of a Trustee.</p> <p>PROPOSAL: Having reviewed the procedure we accept the it "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing policy review schedule).</p>	REF04
20	<p>AGM Scheduled for 7pm, 10th September in the Fox.</p> <p>The draft agenda and supporting documents are available (to Trustees) here (in this folder);</p> <p> 20240910 Annual General Meeting (AGM)</p> <p>The draft agenda is attached as REF05.</p> <p>PROPOSAL: We accept the draft agenda as is, and publicise the meeting (note that unfortunately we have already missed the BHN deadline, and that the Financial report - at the time of putting this agenda together - is not yet available).</p>	REF05
21	HMRC Tax Returns	(oral)

	<p>I am in contact with several different providers regarding assistance to complete our tax return for this year. It looks like the cost will be approximately £500 a year.</p> <p>There is a good possibility, once I have seen it, that I will be able (with the assistance of trustees) to complete the tax return next year but I cannot do it this year.</p> <p>PROPOSAL 1: We budget “about £500” for completing the Tax return with a view of approving any increase in this amount via WhatsApp.</p> <p>PROPOSAL 2: The costs so far basically cover an entire year of tax management - it seems a bit of a waste to just use this for our annual returns. AP to investigate costs of becoming VAT registered and having an accountant complete our VAT returns and report back at a future meeting.</p>	
22	<p>Communications Policy</p> <p>PROPOSAL 1: The BHCA to agree to develop a communications policy which specifically outlines how communications with external organisations should be handled.</p> <p>PROPOSAL 2: As an interim measure communications sent from committees should be clearly stated as such to avoid confusion with communications that come from the Charity trustees.</p> <p>PROPOSAL 3: Communications which are sent on behalf of the BHCA by the Chair should also be CC'd to the Vice-Chair. Any matters related to public relations, insurance claims or legally related are BCC'd to all trustees.</p>	(oral)
23	<p>Committees Terms of Reference</p> <p>PROPOSAL 1: All existing (and future) committee Terms of Reference to be scheduled for review at last annually or more frequently, at the request of the Committee Chair or the Chair of Trustees</p> <p>PROPOSAL 2: All existing Committees to have their terms of reference updated to include these paragraphs;</p> <ul style="list-style-type: none"> - The Chair of the Committee will ensure that the Charity Trustees are made aware of any incidents which could, in their view, affect the charities reputation, give rise to a legal or insurance claim, affect the community relations of the Bar Hill Community Association, or any matter which could potentially bring the Charity or Committee into disrepute. - Charity Trustees reserve the right to make decisions which relate to potential insurance or legal claims, the charities reputation, community relations, matters which could bring it into disrepute, unexpected expenditure over £500 or if the Committee may exceed its budget. 	(oral)

	<ul style="list-style-type: none"> - No Trustee, or Volunteer shall represent themselves as acting on behalf of the Charity Trustees without the trustees consent.. - The committee will provide a copy of the minutes of their meetings to the Charity Trustees meeting. 	
24	<p>Just Giving Account Administration</p> <p>We are now set up with Just Giving, including the automatic collection of Gift Aid.</p> <p>Our charity homepage is;</p> <p>https://www.justgiving.com/barhillcommunityassociationbhca</p> <p>The shortlink (via Bitly) for this is;</p> <p>https://bit.ly/jgbhca</p> <p>And the QR code is here;</p> <div data-bbox="242 963 574 1312" data-label="Image"> <p><i>Just Giving (BHCA)</i></p> </div> <p>PROPOSAL 1: The administrators (initially) are; “Chair of Trustees” (via the group email), KDC, JFS, and AM.</p> <p>PROPOSAL 2: Any other Trustee (or Volunteer) who wishes to contribute in some way can contact an existing admin and be automatically added.</p>	(oral)
25	<p>Care Check Registration and Signup</p> <p>We have an urgent need to perform CRB checks.</p> <p>PROPOSAL 1: We register with Care Check and “test the system” by CRB checking the most recent volunteers only and then refer back to All Trustees with details about costs for more general approval.</p>	(oral)

26	New Committee: First Lego League Terms of Reference PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version by 0.1 to note the review, and schedule the next review for one year's time (on our existing review schedule).	REF06
97	Other business (including agenda items for future meetings) - Policy Review: Grant-Making Policy (Scheduled)	(oral)
98	Date of Next Meeting PROPOSED Tuesday, 10th September @ 19:30 in The Fox (with a Reminder that the AGM will be starting at 19:00)	(oral)
99	Thanks & Close	(oral)

Dated: 13-Aug-2024 	Dated: 13-Aug-2024 
Jenni Foster-Smith (Secretary)	Andy Pellew (Chair)